

## Appendix A

### **How to position item groups using relative tab stops:**

1. Create the first item group.
  - a. Set the item group's Start Tab Stop property to a numeric value if you want  
5 the left hand edge of the item group aligned with any items or groups outside  
the item group for which the same relative tab stop value has been defined.
  - b. Set the item group's End Tab Stop property to a numeric value if you want the  
right hand edge of the item group aligned with any items or item groups  
outside the item group for which the same relative tab stop value has been  
10 defined.

Note that the value you enter for the End Tab Stop property must be  
greater than the value of the Start Tab Stop property (if set).

- a. Use the item group's Tab Stop Scope property to determine whether items  
with the item group are aligned with items outside the item group:
  - 15 i. set the item group's Tab Stop Scope property to Parent if you want  
items within the item group to be aligned with items outside the item  
group
  - ii. set the item group's Tab Stop Scope property to Self if you do not want  
items within the item group aligned with items outside the item group

- 20 2. Create a second item group.

- a. Set the second item group's relative tab stop properties depending on where you want the second item group positioned relative to the item groups and item preceding it:

i. if you want the second item group placed on the next line and vertically aligned with the first item group, set the Start Tab Stop property and/or End Tab Stop property to the same value as the first item group;

ii. if you simply want the second item group to appear on the same line as the first item group, do not set the second item group's Start Tab Stop property or End Tab Stop property;

iii. if you want the second item group to appear on the same line as the first item group, and you also want to align subsequent item groups below it, set the item group's Start Tab Stop property and/or End Tab Stop property to values greater than those defined for the first item group;

- b. Use the item group's Tab Stop Scope property to determine whether items within the item group are aligned with items outside the item group.

Note that to align items in two different item groups using the same relative tab stop, you must set the Tab Stop Scope property of both item groups to Parent.

- a. Use the Tab Stop Scope property of the module component containing the item group to determine whether the item group (and the items/item groups within

it) is aligned with item/item groups with the same relative tab stop value in other module component:

- i. set the module component's Tab Stop Scope property to Parent if you want items/item groups within the module component to be aligned with items/item groups in other module components
- ii. set the module component's Tab Stop Scope property to Self if you do not want items/item groups within the module component to be aligned with items/item groups in other module components

#### **How to position items using relative tab stops:**

1. Create the first bound or unbound item.
  - a. Set the item's Start Tab Stop property to a numeric value if you want the start of the item aligned with other items or item groups for which the same relative tab stop value has been defined.
  - b. Set the item's End Tab Stop property to a numeric value if you want the end of the item aligned with other items or item groups for which the same relative tab stop value has been defined.

Note that the value you enter for the End Tab Stop property must be greater than the value of the Start Tab Stop property (if set).

- a. Set the item's Align prompt property to determine whether the item's prompt is aligned with the prompts of other items for which the same relative tab stop has been defined.
2. Create the second bound or unbound item.
  - 5 a. Set the second item's relative tab stop properties depending on where you want the second item positioned relative to the first:
    - i. if you want the second item placed on the next line and vertically aligned with the first item, set the Start Tab Stop property and/or End Tab Stop property to the same value as the first item
    - 10 ii. if you want the second item to appear on the same line as the first item, do not set the second item's Start Tab Stop property or End Tab Stop property
    - 15 iii. if you want the second item to appear on the same line as the first item, and you also want to align subsequent items below it, set the item's Start Tab Stop property and/or End Tab Stop property to values greater than those defined for the first item
  - b. Set the second item's Align prompt property to determine whether the item's prompt is aligned with the prompt of other items for which the same relative tab stop has been defined.
- 20 3. Create subsequent bound and unbound items following the steps described above.

4. If one or more of the items is in an item group, use the item group's Tab Stop Scope property to determine whether the items within the group are aligned with items outside the item group, or with items in other item groups.

5 Note that to align items in two different item groups using the same relative tab stop, you must set the Tab Stop Scope property of both item groups to Parent.

5. Use the Tab Stop Scope property of the module component containing the items to determine whether they are aligned with items/item groups with the same relative tab stop value in other module components.

10 Note that to align items in two different module components using the same relative tab stop, you must set the Tab Stop Scope property of both module components to Parent.